



Code: 9161
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: POLICE OFFICER

CHARACTERISTICS OF THE CLASS

Under supervision, works for the benefit of citizens by protecting life and property from harm and maintains order. The police officer accomplishes the mission through his or her presence and the use of enforcement of Federal, State, and Municipal laws as necessary.

ESSENTIAL DUTIES

- Monitors environment and crime conditions of an assigned geographic area through the use of random patrol methods.
- Responds to incidents either assigned or observed as required.
- Gathers relevant information at an incident to conduct a preliminary investigation.
- Ensures any personal property taken into custody is properly documented and secured.
- Seeks to apprehend suspected law violators through the use of physical arrest procedures or citation procedures.
- Actively pursues suspected law violators using search and containment methods.
- Processes through the use of arrest and booking procedures both male and female suspected law violators, adults, and juveniles, who have been arrested.
- Enforces state and municipal traffic laws through the use of physical arrest procedures and citation procedures.
- Gathers information at traffic crash scenes to conduct preliminary investigations.
- Uses hand signals to direct traffic as necessary around accidents, objects in road, or at intersections when traffic signals are not working.
- Protects citizens from life threatening situations by the use of movement or protective cover.
- Prepares written communications in English and completes standardized forms.
- Complies with Department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of Police Officers.
- Communicates by either verbal or written methods with persons either within or outside the Department to complete the task assigned.
- Appears in court and presents testimony.

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- AGE: Applicants must have reached their 21st birthday at time of hire. Pursuant to the Municipal Code of Chicago, no person may be appointed as a probationary Police Officer after the person's 40th birthday.

- **EDUCATION/MILITARY SERVICE:** At time of hire, applicants must have at least 60 semester hours (90 quarter hours) from an accredited college or university (Documentation Required). Educational requirement may be waived if:
 - Applicant has served three (3) years continuous service (36 months) on active duty in the Armed Forces of the United States (Documentation Required) OR
 - Applicant has completed at least 30 semester hours (45 quarter hours) from an accredited college or university AND has served one (1) continuous year on active duty in the Armed Forces of the United States (Documentation Required)

Licensure, Certification, or Other Qualifications

- Must have a valid State of Illinois driver's license at the time of hire
- Must be a resident in the City of Chicago at the time of hire
- Must have a Firearm Owner's Identification (FOID) card issued by the State of Illinois at the time of hire
- Must pass background investigation
- Must successfully complete academy training program
- Must successfully pass all examinations mandated by State Law to receive certification as a Peace Officer
- Must maintain the ability to safely handle and use a Department approved firearm

WORKING CONDITIONS

- Police facility environment
- Assignment anywhere within the boundaries of the City of Chicago
- Assignment Duty hours may be any time. Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interact with public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life threatening situations

EQUIPMENT (including but not limited to)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)
- Two-way radio
- Handcuffs
- Personal defense weapons (Baton, Tasers, Handguns, Rifles, Shotgun, etc.)
- Specialized safety equipment (e.g., bulletproof vests)
- Transportation (cars, bicycles, motorcycles, Segway personal transportation, etc.)

PHYSICAL REQUIREMENTS

- Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs
- Performing physical activities with skill, speed and balance efficiently and with little wasted motion

- Using the necessary force to restrain a person when making an arrest
- Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operate automotive vehicles and associated equipment
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print
- Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test

SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Good knowledge of:

- public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- Federal, State and City criminal and traffic laws and ordinances and related departmental policies and General Orders
- practices and procedures used in community policing
- geographical locations in the City of Chicago
- traffic operations and city's street address grid
- ground traffic control management

Knowledge of applicable City and department policies, procedures, and regulations

Skills

- *CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *RESOLVING CONFLICTS AND INFLUENCING OTHERS - Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate
- *ORGANIZATIONAL AWARENESS AND COMMITMENT - Remain firm in one's allegiance to the Department's core values and faithful in pursuit of the Department's mission despite obstacles or opposition; follow Department policies and regulations and show support for their

intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment

- *SERVICE ORIENTATION – Actively look for ways to help people
- *SOCIAL PERCEPTIVENESS – Be aware of others' reactions and understand why they react as they do

Abilities

- *COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- *PUBLIC SPEAKING - Make formal presentations before large or small audiences
- *SPEAKING – Communicate information and ideas in speaking so others will understand
- *ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- *COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- *WRITE – Communicate information and ideas in writing so others will understand.
- *MEMORIZATION – Remember information such as words, numbers, picture, and procedures
- *RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- *REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- *MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems

Other Work Requirements

- *ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- *ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- *COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- *CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- *SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
- *STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
- *PERSISTENCE – Persist in the face of obstacles on the job
- *DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- *INITIATIVE – Demonstrate willingness to take on job challenges
- *INTEGRITY – Be honest and avoid unethical behavior
- *ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace

- *LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(CEB Valtera Corporation)
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